

<b>BOARD POLICY</b>	
<i>Policy Section</i> <b>PUBLIC RELATIONS/ COMMUNICATIONS</b>	<i>Policy Number</i> <b>703</b>
<i>Administrative Procedure Number</i> <b>AP-PRC-703</b>	<i>Page</i> <b>1 of 3</b>

## **POLICY TITLE**

Official Opening and Blessing of New Schools and New Additions

### **1.0 PURPOSE**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to showcasing the expansion of Catholic education and liturgically expressing God's generosity and love through an official opening and blessing for all new schools and new additions to existing schools.

### **2.0 POLICY**

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board that all new schools and new additions to existing schools shall have an official solemn opening and blessing ceremony.

### **3.0 GUIDELINES**

- 3.1 The Official Opening and Blessing Ceremony shall be held as soon as possible after a new school or new addition to an existing school is completed and occupied. The event shall be held within 60 days of the occupancy unless there are extenuating circumstances.
- 3.2 A committee consisting of the Chair of the Board, local area trustee(s), Director of Education, superintendent, principal, vice-principal (where applicable), Manager of Communications, local clergy, Catholic School Council representative, and student council representative (if a secondary school) shall be established to organize the event.
- 3.3 The Director shall act as the chair of the committee.
- 3.4 The master/mistress of ceremonies shall be the local area trustee(s).

- 3.5 The committee shall select a theme for the event.
- 3.6 The budget for each event shall be established by the Director of Education.
- 3.7 Supplies and services required for the event shall be obtained locally whenever possible.

#### **4.0 TERMS AND DEFINITIONS**

##### **SPEAKING GUESTS**

Speaking guests are guests who are invited to the event and will be asked to bring brief greetings on behalf of their organization.

##### **SPECIAL GUESTS**

Special guests are guests who are invited to the event and recognized in the audience by the master/mistress of ceremonies.

##### **GENERAL GUESTS**

General guests are guests invited to attend the event.

#### **5.0 REFERENCES/RELATED DOCUMENTS**

Communications Department School/Addition Opening and Blessing Resource Manual

School/Addition Opening and Blessing - Checklist of Tasks

#### **6.0 RELATED POLICIES**

#### **7.0 RELATED FORMS**

#### **8.0 APPROVED BY BOARD**

December 16, 2008

**9.0 EFFECTIVE DATE**

December 16, 2008

**10.0 POLICY REVIEW DATE**

December 2013

**11.0 REVIEW BY**

Communication Services